

**PERSONNEL**Investigating/Reporting Alcohol or Drug UseA. Drug Abuse Incident

The following procedures are established so that when a member of a school's staff becomes aware of a drug abuse incident he/she knows the precise steps to be followed:

1. All incidents concerning possession, use, sale or distribution of illegal drugs or paraphernalia on school grounds will be reported immediately to the principal.
2. The principal will contact the parents or guardian of the student and the appropriate law enforcement authorities, and further recommend to the superintendent and school board disciplinary action for the student.
3. Students who distribute, sell, possess, or use illegal drugs or drug paraphernalia on school property will be suspended or expelled, subject to procedures used in any other disciplinary action. Any student involved in the misrepresentation of a substance will also be subject to same actions. Misrepresentation of a substance includes "look alike" drug(s). "Look alike" drugs can make a students believe that the drug(s) should be taken next time. "Look alike" drugs allow some students to make a profit from supposed illegal substance without fear of criminal prosecution.

B. Suspicion of Misuse of Drugs

When a teacher or staff member suspects the misuse of drugs because of a student's behavior or marked difference in his/her daily functioning, the immediate problem is to determine whether the students is abusing drugs or is acting peculiarly because of some condition not related to drug abuse. In this situation, the student shall be referred to the school nurse. Should illness subsequently be ruled out, while indications of drug indulgence persists, the principal shall be notified and in turn the parent(s) or guardian(s) contacted.

**PERSONNEL**Investigating/Reporting Alcohol or Drug Use (continued)B. Suspicion of Misuse of Drugs (continued)

When a student requests help with a drug problem from a teacher or staff member, the teacher or staff member should do one or all of the following:

1. Counsel the student on the need for self-evaluation and remediation of his/her problem and advise him/her to discuss his/her problem with his/her parent(s) or guardian(s).
2. Counsel with student concerning the services of the school nurse, the school psychologist and community agencies available to help with his/her problem.
3. Refer the student to the principal or a designated staff member who is knowledgeable of assistance available.
4. If the student is seriously involved in drug abuse, the parent(s) or guardian(s) must be notified by the principal.

C. Personnel Responsibility

It is expected that all teachers and employees of Stafford County Schools convey, by their actions and teachings, that they do not in any way condone or encourage drug abuse by students. The result of any proven illegal action relative to drug abuse by any Stafford County Schools' employee will be grounds for immediate dismissal.

D. Publications

Any publications or other printed matter which advocates the illegal use of drugs or portrays the use of drugs as acceptable social behavior are prohibited from distribution on school property.

**PERSONNEL**Investigating/Reporting Alcohol or Drug Use (continued)**E. Building and Grounds Security**

All visitors to schools are required to register first with the school office to obtain a visitor's pass from the principal. Teachers and staff shall report the presence of strangers or unregistered visitors in the school or on school grounds immediately to the principal. Persons found to be engaged in or advocating illegal activity while on or near school property will be reported by the principal to law enforcement authorities and to the superintendent.

**F. Responsibility of Certified Staff Members**

All school personnel at some time may be intimately involved in the discovery of the use, possession, or sale of drugs and/or drug paraphernalia in the school, therefore, this regulation provides for responsibility of the following employees:

**1. Principal**

- a. Will properly review and interpret the school board policy and regulations relative to drug abuse to both the certificated and service staff.
- b. To have current knowledge and understandings of drugs and drug abuse.
- c. To be knowledgeable of local, state, and federal laws relative to the use, sale, and possession of dangerous drugs.
- d. The principal or designated representative shall be immediately notified of all drug-related incidents in the school. Students whose appearance and behavior seem symptomatic of drug abuse should be referred to the school nurse. In the absence of a nurse, a parent should be informed that the student is ill and request that the parent come to the school. When the parent arrives at school, he/she should be informed of the problem and be requested to remove the

**PERSONNEL**Investigating/Reporting Alcohol or Drug Use (continued)F. Responsibility of Certified Staff Members (continued)

## 1. Principal (continued)

student from the school and have him/her examined by the family physician.

- e. If the student is in need of immediate medical attention, the principal should inform the student's parents and make arrangements to transfer the student to the hospital to be placed under the care of the family physician.
- f. The principal will require any student under medical care using prescribed medication in school to present to the school nurse or principal proper medical documentation stating the type of medication prescribed, dosage, and duration of treatment.
- g. The principal will designate a staff member to keep accurate and detailed confidential records on all drug incidents.
- h. The principal will report all drug abuse incidents to the division superintendent of schools or a designee.
- i. The principal will make arrangements for proper supervision and periodic checks of the facilities and grounds.

## 2. Teachers

- a. To have knowledge of drugs and drug abuse.
- b. Should be able to recognize significant changes in appearance and behavior of students.
- c. Should report students showing symptoms of drug abuse to the principal who, in turn, may refer them to the nurse.

**PERSONNEL**Investigating/Reporting Alcohol or Drug Use (continued)F. Responsibility of Certified Staff Members (continued)

## 2. Teachers (continued)

- d. Should be alert to the presence of strangers or unregistered visitors in the school building or on the school grounds and bring these incidents to the immediate attention of the principal.
- e. All teachers, as requested by the principal, should properly supervise all areas of the school, including restrooms, locker rooms, cars, and other areas of the school or grounds where students may gather.

## 3. Nurse

- a. To have a thorough knowledge of drugs and drug abuse.
- b. To be able to recognize the symptoms of drug abuse.
- c. To observe any student referred to him/her and, having considered the information supplied by the teacher and/or principal, determine whether the student is in need of immediate medical attention. If so, he/she should inform the principal who is responsible for contacting the student's parent(s) or guardian(s).
- d. He/she will keep the principal advised of pertinent information about harmful drugs and drug abuse. He/she should advise the staff regarding pertinent information when requested by the principal.
- e. He/she will keep accurate and detailed records of all drug incidents referred to him/her.

**PERSONNEL**Investigating/Reporting Alcohol or Drug Use (continued)F. Responsibility of Certified Staff Members (continued)

## 4. School Psychologist

- a. To be thoroughly informed about drugs and drug abuse.
- b. To be able to recognize the symptoms of drug abuse.
- c. To be available upon request to counsel with any student referred to him/her as one who is requesting help with a drug problem; work directly with any student requesting counsel or any student referred by a parent.
- d. To serve as liaison between the school and community agencies which provide services to the drug abuser.

## 5. Guidance Counselor

- a. To be informed about the nature and effects of dangerous drugs and other harmful substances.
- b. To be able to recognize the symptoms of drug abuse.
- c. When student associated with drugs are identified, the counselor must keep the principal fully informed and work closely with appropriate staff members.

## 6. Other Certificated Staff

- a. To be informed about the nature and effects of dangerous drugs and other harmful substances.
- b. To be able to recognize symptoms of drug abuse.

**PERSONNEL**Investigating/Reporting Alcohol or Drug Use (continued)F. Responsibility of Certified Staff Members (continued)

## 6. Other Certificated Staff (continued)

- c. To keep the principal fully informed when student problems associated with drugs are identified.
- d. To work closely with staff members to whom the principal has designated responsibility for handling drug problems.

## 7. Service Staff Members

Service staff members are to report to the principal any evidence or activity that could possibly be identified with drug use or abuse.

Editor's Note

See also school board policy #5-50.5.  
For prescription medication, see division  
Regulation #R7-53.

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